CAR Approved For Release 2002/05/09; CtA:RDR84:09499R000600940018:8 VI 17 August 1953 DISTRIBUTION GUIDE

Unit	: Office of the Deputy Director for Administration
Caiof	: Col. L. K. White (Acting)
Symbol	1 DD/A
Masion	: The Deputy Director for Administration is in charge of all administrative support for the Agency.

- CABLE DISTRIBUTION REQUIREMENTS.
 - One copy of each cuble described below is distributed to DD/A:
 - (1) Cables addressed to DD/A by pseudonym.
- (2) Cables requesting rajor administrative support, registering complaints, or reporting outstanding achievement in the commistrative field.
- (3) Cables containing cryptonyes or pseudonyes listed in the Cable Segretariat cord() le as being of interest to DD/A.
- Initially, no distribution is made to DD/A on cables described below. Copies of these cables may be made available upon approval of the DD/P or the action walk.
 - (1) Cables concerning purely routine administration.
- (2) Cables bearing indicators which by direction limit distribution to specific offices exang which DD/A is not named.
- (3) Cables containing operational or operational administrative information.
- DELIVERY DESIRUCTIONS.
 - Cables are delivered to:

	DD/A Rogistry	Room 227	Administration Bu	ilding
Hote:			re included on dis	
	dolivored simultx	asously with the	delivery of DCI a	nd D/DCI copies.
				25X1

	3.	CABLE LIAISON OFFICER.		
25X1A			227 Administration Building	Ext.
				/

S-E-C-R-E-T

25X1A

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Auditor-in-Chief

: Auditor-in-Chief

Unit

Chief

Symbol

	Massion : Audits confidential funds and Agency property.
	1. CABLE DISTRIBUTION REQUIREMENTS.
	a. One copy of each cable described below is distributed to the Auditor:
·	(1) Cables concerning auditing, or need for auditing, of confideratial funds or Agency property.
	(2) Cables reporting loss or suspicion of misuse or misappropriation of either funds or property.
	(3) Cables containing cryptonyme or pseudonyme listed in the Cable Secretariat cardfile as being of interest to the Auditor-in-Chief.
	b. Initially, no distribution is much to the Auditor-in-Chief on exhlus described below. Copies of these cables may be made evailable upon approval of the Di/P or the series unit.
	(1) Cables bearing indicators which by direction limit distribution to specific offices aroug which the Auditor-in-Chief is not newed.
	(2) Cables containing operational or operational administrative information.
	2. DELIVERY DESTRUCTIONS.
•	e. Cables are delivered to:
	Audit Registry Room 210% Eye Building
	3. CABLE LIAISON OFFICER.
1A	2106 Eye Building 25X

S-E-C-R-E-T C-PARDENEUFARRENCES 200205094514-RDR8499499R00060004001878 VI DISTRIBUTION GUIDE 17 August 1953

	l'aic	: Comptroller's Office	
	Calef	\$ 25X1A	
1,	Symbol	: Comptroller	
	Mission	: Perform budgatery, accounting, firencial, fiscal and dishursing contribes for the Agency; examines vouchers and is responsible for organization and methods.	
	1. CABLE DI	ISTRIBUTION REQUIREMENTS.	
	a. Cas Comparoller:	eopy of each cable described below is distributed to the	÷
	preparation,	.) Cooles concerning policies or problems involving budget accounting, fincel, distanting or reacher examination.	
	(2) To Agongy Liv) Cables dealing with important problems or policies relating manacial and hudgetary operations.	
**************************************	(3) Cublo Secroto) Cables containing copptonyms or provideryms listed in the crist englise as being of interest to Comptreller.	٠,
	the company of the property of the contract of	ticilly, no distribution is sade to Comptroller on cables de- s. Coming of those cobies may be mule available upon approval or the action unit.	
	(1) Leegs of mois) Cables braving indicators which by direction limit distribu- like offices arong which Compareller is not named.	=
	(2) differentica.	Cables containing operational or operational administrative	·
1	2. Delivery	INSURUCTIONS.	
:	a. Cabla	os are dalivered to:	
	Comp	ptwoller Registry Room 209 Control Building	
	3. CADLE LIA:	ISON OFFICER.	
25X1A		209 Control Bailding Ext.	25X

CASPARTOVEN FRAMERIE 2002 65 109 1: GIATRO RATE OF AUGUST 1953

	Unit : Budget Division, Comptroller's Office	
	Chief :	
	Symbol : Comp/BD	
,	Mission : Performs, on behelf of the Comptroller, all covert budge- tary coordination with the DD/P complex.	
	1. Cable distribution requirements.	
	a. One copy of each cable described below is distributed to Comp/BD:	
	(1) Cables concerning budget preparation, allotrent of funds including project funds; reports on expenditures, questions as to which allotrent account or project to charge; and adjustments of approved funds.	-
	(2) Cables containing oryptonyms or pseudonyms listed in the Cable Secretariat cardille as being of interest to Comp/ED.	
	b. Initially, no distribution is unde to Comp/DD on cables described below. Copies of these cables may be unde available upon approval of the DD/P or the cation unit.	
	(1) Cables bearing indicators which by direction limit distribution to appeallie offices among which Comp/ED is not remad.	
	(2) Cables containing operational or operational administrative	
	e. Delivery instructions.	,
	a. Cablos are delivered to:	•
	Comp/BD Registry Room 1708 J Building	
	GABLE LIAISON CYPICER.	
	1705 J Building Ext. 25)	< 1

25X1A

S.C.C.R.E.T

CASLE SECRETARIATION GUIDE VI DESTRIBUTION GUIDE 17 August 1953

	Ua1t	: Medical Office
25X1A	Chief	*
25X1A	Syabole	: C/MS and
	Mission	: Develops, prepares and executes the Agency medical pro- gram and provides required medical sorvice and support to Agency addivities.
: :	1. Cable dis	Tribution requirements.
	a. Two o	copies of each cable described below are distributed to the 25X1A
25X1A	(1) ky psoudczym,	Cables addressed to
25	5X1A (2)	Cables elugged
	(3)	Calles slugged:
25X1A		(a) "RYFAT, (action)
25X1A	•	(b) "KAPCI/ (cotion)
	(4) od gaidaadatuo	Cables requesting redical support, reporting complaints of missessmats in the medical field.
i	(5) er eontract en	Cables reporting illness of any neture of staff personnel
	(6) porsonvol for	Cables reporting or conserving evactorion or esparation of
	(7) Onbla Scoreton	Cables containing expetogra or pseudonrus listed in the fet curdfile on being of interest to the Medical Office.
:	b. Initi described belo er was nation	ally, no distribution is ends to the Medical Office on cables w. Copies may be made available upon approval of the OD/P wait.
	(1) (then to apacis:	Cables bearing indicators which by direction limit distribu-

Ses Em Calla I a

CATAPPROVED FOR Release 200266609 to LARDAS # 40099R0006000 # 6678 W VI DISTRIBUTION GUIDE 17 August 1953

	2. 1	DELIVERY INSTRUCTIONS	is a		•	
		a. Cables distribut	ed to C/MS are del	livered to:		
••		C/NS Registry	Reca 120	Central Buildin	8	
		b. Cables distribut	ed to Madic are de	elivered to:		
	*	Notic Registry	Room 1303	J Building		25X
25X1A	3。(CARLE LIAISON OFFICER	3.			
25X1A		e. For C/MS:	120	Combral Building	Exto	
		b. For Medic:		1303 J Bullding	Ext.	

S-E-C-R-E-T

CAPPROVED FOR RETEASE 2002/GROSTICIA-RIDES 1004090 R0006000400 TESCN VI DISTRIBUTION GUIDE 17 August 1953

Unit	S	Contral Processing	Brench		
Chief		Ar.	7	25X1A	
Symbol	\$	CFB	_		
lasion	2	Courdinates, under	e moisivreque	PDC, all matters	TO-

ing to or from the field.

- 1. CABLE DISTRIBUTION REQUIREMENTS.
 - a. One copy of each cable described below is distributed to CPB:
 - (1) Cables requesting and granting ourrent travel clearences.

lating to travel clearance, travel, shipment of personal effects; reviews travel orders of Agency personnel travel.

- (2) Cables reporting or requesting information on chipments of porsonal effects.
 - (3) Cables concerning travel orders.
- (4) Cables reporting or requesting procedural and policy guidenes on travel and travel electrons rattors.
- (5) Cables containing oryptomus or previousna listed in the Cable Scoretarias condition to value of intercet to Cab.
- 5)(6) Cables relating to stoff personnel travel when such travel necessitates Headquarters processing.
- b. Initially, no distribution is rade to OFB on cables described below. Copies of these cables may be made excilable upon approval of the DU/P or the section unit.
- (1) Cables bearing indicators which by direction limit distribu-
- (2) Cables containing operational or operational edministrative information.
- 2. DELLIVERY INSTRUCTIONS.
 - a. Cables are delivered to:

CP2 Registry Room 1102

Eye Building

Mid

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CABLE SECRETARIAT DISTRIBUTE GUIDE

Security Information

SZCTION VI 17 August 1953

3.	CABLE LIAISON OF	FICER.	•			•	
		1114, Fyre	Building .	Ext.			25X′
			•			•	
	25X1A			• •	<u></u>		

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The state of the s			
	Voit	:	Pinonce Division
	Chief		25X1A
•	Symbol		FD
	Mission	\$	Handles, on behalf of the Comptroller, pay and allowance matters for cover personnel; obligations and transfers of money to, from and between oversees stations.
	1. CABLE I	Harri	BUTION REQUIREMENTS.
	a. T described l	oslos e	les (plus one for each pay record affected) of each cable
	((l) Cel	oles sluggeds
25X1A	,	(ε	2) (redion)
5X1A		(1	b) (actica)
	TO for est		bles pertaining to the following will be distributed to
	opodroda ro Colviupal	0 00° 80	a) Cobies partaining to charge of funda custoficmakip, loss orth, preparction or orthicoton of financial necounts, and ning the charitheation of discul regulations or implemeticus.
		(:	b) Cables containing inquintes or information performing to

(c) Cables pertuining to leave belances, rotingsont, tax deductions, dosignations of insurance and book ellettee or charges thereof.

status of payroll, allowers, travel, and other financial accounts; and to

- (d) Cables performing to deductions for (but not grasual information or inquiries regarding) hospitalization, life issurance, Credit Vaica.
- (e) All cebies which are in reply to subgoing cables prepared by the Finance Division.
- (3) Cables concorning the following with reference to staff persounce. (except for military personnel which will be handled by MPD):
 - (a) PGS, EGD, and DGO (infield).

deponits, edvances, per diam, sed personal elains.

Approved For Release 2002/05/09 FCA RDP84-00499R000600040018 8 VI CABLE SECRETARIAL SECURITY Information VI 17 August 1953

d))	Framotion,	ದೆಂಪಾಂಚಿಸಿಯಾ.	death.
, 		we we would be an income of the state of the		

- (c) Satisfactory parloymance reports on contract personnel.
- (5) Cobine containing cryptonues or pseudonyms listed in the Cable Secretariat cardille as being of interest to FD.
- b. Initially, no distribution is made to FD on cables described below. Copies of these cables may be made available upon approval of the BD/P or the action unit.
- (1) Cables bearing indicators which by direction limit distribution to specific offices among which FD is not named.
- (2) Cables containing operational or operational administrative information.
- 2. DELIVERY DESTRUCTIONS.
 - a. Cables are delivered to:

FD Registry Room 2101. Ego Building

3. CABLE LIAISCH CFFICER.

2000 Eye Building Dat.

25X1

25X1A

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CABLE SEGNETARIAT

Security Information

SECTION VI 17 January 1959

DISTRIBUTION GUIDA

Unit

: Office of the General Coursel

Chief

: Mr. Lawrence R. Houston

Symbol

: Con Coun

Mission

: The Ceneral Counsel is responsible for all legal and legislative affairs of the Agency.

1. CABLE DISTRIBUTION REQUIREMENTS.

a. Cue copy of each cable described below is distributed to the General Counsel:

- (1) Cables involving local matters or raising legal questions, both covert and evert, or concerning retirement claims, compensation claims, agent benefits.
- (2) Cables concerming the legal relationship of CIA to its proprietery interests.
- (3) Cables concerning Congressional matters and legislative information of any type which relates to GAA functions or personnel. This includes trips of Corpression, both separately and as committees.
- (4) Cables containing cryptomens or pseudonyme ligited in the Cable Secreturies conditie as boing of interest to Gau Coun.

b. Initially, no distribution is made to Gen Cour on cables described balow. Copies of those cables may be made evallable upon approval of the DD/P or the notion unit.

- (1) Cables bearing indeators which by direction limit distribut tion to specific offices stars which the four is not reved.
- (2) Cables containing operational or operational administrative information.
- DELIVERY INSURUCTIONS.

	ta₀ ₹	resoran ns	a cerragado	1 603		
-		Can Cour	Registry	Room 327	~~	
3.	CABLE	Liaison	CFRICER.			

25X1A

		
Αþ	proved For Release	2002/05/ @9::: CJA:RDP 84-00499R000600040018-8

349 South Building

Ext.

25X1

25X1

Approved For Release 2002/05/09: CARD 84-00499R000600040018-8 CABLE SECRETARIAT Security Information SECTION VI DISTRIBUTION GUIDE 17 Apparet 1953

lait	:	Logistics Office		
Cilef	:		-	25X1A
iymbol	:	$\overline{\mathbf{n}}$	·	

Mission

Porforms and supervises Agency functions relating to supply, purchase, storage, and transportation of Agency personnal and equipment. Supervises Agency functions someonaing real estate purchases and oversess construction. Forforms planning and coordination for logistical procurement and amply functions.

1. Cable distribution requirements.

- a. Three copies of each cable described below are distributed to ID:
 - (1) Cables concerning purchase, supply and atorage.
- (2) Cables conserming overseas construction and acquisition of real estate, excluding matchedos.
- (3) Cables consensing policy on Agency transportation (excluding operational chips and sixemate).
 - (4) Cables conserving legistical planning and requirements.
- (5) Cables rentioning or related to Western Ames, Re., Rippe, or other Agency activities conserving foreign procurement of arms and assumittion.
- (6) Cabled containing emphasizes or pseudonyms listed in the Cable Secretarian conditions being of imposent to Me.

b. Initially, no distribution is rade to 10 or cables described below. Copies of those eshies may be unde eshibable upon approval of the DD/P or the cotion unit.

- (1) Cables bearing indicators which by direction limit distribu-
- (2) Cables containing operational or operational administrative information.

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	2. Delivery Instructions.		
	a. Cables are delivered to	,	257
	10 Registry		25X
•	3. CABLE LIAISON OFFICER.		
25X1A		1-40 Quarters Eye Ex	25X

Approved For Release 2002/05/09 CTA ROP84-00499R000600040018-8 VI

Unit :	Logistics Off	Rice, Transports	tion Division	
Chief	:			
Symbol	: LO/TD		25X1A	
Mesica	Cillico, trave		behalf of the logistics of the logistic of the logistics of the logistics of the logistics of the logistic of the logistics of the logistic of the logistic of the logistics of the logistic of the	
1. CABLE DISTRI	ieutich requise	wits.		
a. Two ecr	ies of each cal	ed bediresob eic	low are distributed to	LO/TD:
(1) Ca	alsaupor eeld	g and granting t	revel classance.	
(2) C3	ibles containing	g elikpping inskr	uetions or inquiries.	
(3) Co couly isound.	nisesspor eeld:	g teavel orders	or changes to orders p	2° 9'7'1-
(4) Ge	wles reporting	ETA and ETD inf	orsation.	
(5) PC	15 traval to are	l from Washingto	ũle.	
(6) Cablo Sossovarše			preudonyma listed in t 6 to LO/TD.	he .
(7) Ca	idles slugged	(action)。	ILLEGIB
	ni Ware cellinc		- 10/TD on cables decor Lieble upon epproved o	
(1) Ga tion to specific			by direction limit dis not named.	trldu-
(2) Ca	ibles containing	; operational or	oporational administr	e 61v3
2° DEFINERA ME	STRUCTIONS.			
a. Cables	are dolivered t	60 8	The .	
LO/TD	Registry	Room 1505	Eyo Building	

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DISTRIBUTION GUIDE

17 August 1953

25X1A	3. C	ABLE LIAISON	Officer.						
				1-40	Cunters	Eye	Ext _o		25X ²

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CABLE SECRETARIAT Sacurity Information SECTION VI
DISTRIBUTION GUIDE 17 August 1953

	Unit : Personnel Office, Personnel Division Covert and Military Personnel Division
25X1A	Caiof :
. •	Symbol(s) : PDC and MPD
•	Mission : Develops, prepares and executes Agency personnel pro- grame (except training) and advisor Agency officials on all matters of personnel policy.
	1. CABLE DISTRIBUTION REQUIREMENTS.
	a. One copy (plus one copy for each individual affected) of each cable described below is distributed to PDC, or MPD as appropriate.
	(1) Cables concerning personnel essignment or slotting.
*	(2) Cables concerning staffing requirements, estimates, or T/O's.
•	(3) Cablon concerning personnel, prometions, injury, illness, death, allowerses, boza leave, tours of duty, transfers, insurance, mili-
	(4) Cobles containing engriconyms or pusudonyms listed in the Cable Secretariat cardille as being of intercet to (FRC and/or MPD)
	(5) Cables requesting current travel clearances.
. ((6) Cables concarning twavel orders or relating to personal travel
Court	(7) Cables reperting or requesting procedural and policy guidence on travel and eleanence netters.
	() (8) Cables concerning 12/2 Tollcring ero distributed to MPD:

(b) Way and allowences of Agondy military personnel.

/(// PCS, ECO, promotion, demotion, and death of Agency

b. Initially, no distribution is made to PDC, MTD on cables described bolow. Copies may be made available upon approval of DD/P or the notion unit.

(1) Cables bearing indicators which by direction limit distribu-/ then to specific offices among which FDC or New is not named.

military personnel.

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		2.	DELIVERY INSTRUCTIONS.	
			a. Cables distributed to PDC are delivered to:	
	* *		PDC Registry Roca 1133 Eye Building	· ·
			b. Cables distributed to MPD are delivered to:	
			MPD Registery Room 1201 . Eye Building	5X
05)///		3.	CABLE LIAISON OFFICERS.	_
25X1A			a. MPD: 100% Eye Buildin	
25X1A			b. PDG: 1133 Ryo Ballding	

Approved For Release 2002/05/09 TCTA RDP84-00499R000600040018-8

CANAR DECUSEANTAR Security Information 17 Leaves 1293

Care

: Security Cilico

Chios

: Col. Shoffhold Edwards

Symbol.

2 SO

Kissica

: Properce and emocates the Agency's security program, and performs contain special security inspection functions.

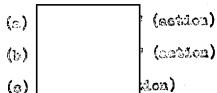
1. CABLE DISTRIBUTION REQUIREMENTS.

- a. Two copies of each cable described below are distributed to SO:
- (1) Cables addressed to the Chief of Security by pasudonym, or to SC by cryptonym.
 - (2) Cables slugged

25X1A

- (3) Cables concerning assume or probable sesurity violations, security breaches or compression committed by stack personnel.
- (4) Cables concerning non-operational security policies and pro-
- (5) Coblea consorming receivity investigations, inspections, exerceys, reports, personnel elemences pertaining to staff personnel, or the entry of misches.
- (4) Cables containing expressions or pseudosyms listed in the Cable Secretaries cardille as being of interest to SO.
 - (7) Carles slugged:

25X1A



b. Initially, so distribution is made to 60 on cables described below. Copies may be made available upon approval of the DE/P or the action wait.

(1) Cables bearing indicators which by direction limit distribution to specific offices uses which SO is not remed. CABLE Approved for Release 2002/05/99 T.C.A. P.D.F.84-00499R000600040001878
DISTRIBUTION GUIDE

17 August 1953

haadl		erning security pract	less which are normal	IJy
infor	(3) Cables contration.	cining operational or	operational adminis	trativo
2. D	SLIVERY INSTRUCTIONS	ia .	•	
	a. Cables ero dolív	exed to:		
,	SO Registry	Roca 2507	Eye Building	
3. C	ARIN LIAISON OFFICE			25X1
		2701 Tye Building	Ext.	

25X1A

25X1

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BEST COPY Available

DISTRIBATION CONTROL C

Forehold

The Central Intelligence Agency in the fulfullment of its mesion corresponds by cable with many people in many distant parts of the world.

It is imperative that these exclus be procosped by the Cable Secretariat with a minimum of delay and that Aflen. Information, and Confirmation copies of such copies to diam's meet wate as little variation in distribution as practicable within the "Heed to Medw" craterion.

The information contained herein is intensed to supplement the knowledge and experience of the persons assigning and reviewing listribution and to berro an unuso huddicon in existing et a conpadered docision is once too come. The figal decision sustes of it wood always, town the ownerhence and knowledge of each parech in the Cablo Sacrofertet.

> S-E-C-R-E-T Security Information

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Next 8 Page(s) In Document Exempt

AUG. 31 1953

MEMORANDUM FOR: Cable Secretariat

SUBJECT:

Cable Distribution for Personnel Office

- 1. The current reorganization of the Personnel Office requires a revision of the Cable Distribution Guide, insofar as it pertains to that Office. Accordingly, there is attached a proposed revision of Section VI of the Guide, to replace pages 90, 91, 99 and 100.
- 2. It is requested that this change be made effective as of 1 September 1953.

151

L. K. White Acting Deputy Director (Administration)

PRDS/RSP;sm (24 Aug 53) Distribution:

2 - DD/A chrono & sub: "COMMUNICATIONS

1 - RPDS

1 - OPD chrono

1 - OPD Reading

Approved For Release 3002/05/09 in GARD84-00499R000600040018-8

	Unit	*	Personnel Office
25X1A	Chlef	\$.	
	Symbol		Pais

Elssion

The Personnel Office develops and administers the Agency's personnel program, including the formulation of personnel policies and regulations, advising and assisting eporating officials on all matters of personnel administration, evaluating all phases of personnel management in the Agency, and providing a variety of personnel and related services for Agency personnel and components.

1. CARLE DISTALBUTION APQUIRDENTS.

- a. One copy (plus one copy for each individual affected) of each cable described below is distributed to the Personnel Office.
 - (1) Cables concerning staffing requirements, estimates, or T/o's.
 - (2) Cables concerning personnel assignment or slotting.
- (3) Cables relating to the personal status of staff agents, contract areats and centract explorees.
- (4) Cables relating to the personal status of Agency military personal.
- (5) Cables concerning personal service contracts, including covert contracts.
- (6) Cables concorning promotions, transfers, rotation, home leave, and tours of duty.
- (7) Cables concerning allowances and differentials, insurance, claims, or injury, illness, or death of Agency parsonnel.
- (() Cables containing cryptonyms or pseudonymu listed in the Cable Secretariat cardfile as being of interest to the Personnel Office.
 - (2) Cables requesting and granting current travel clearances.
- (10) Cables reporting or requesting information on shipments of personal effects.
 - (11) Cables concerning the STD and ETA of Agency personnol.
 - (12) Cables concerning travel orders.

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Security Information

Scult

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- (13) Cables requesting procedural and policy gaidance on travel and travel clearance matters.
- (14) Cables relating to staff personnel travel when such travel necessitates Headquarters processing.
- b. Initially, no distribution is made to the Personnel Office on cables described below. Copies of these cables may be made available upon approval of the UD/P or the action unit.
- (1) Cables bearing indicators which by direction limit distribution to specific offices among which Personnel is not named.
- (2) Cables containing operational or operational administrative information.
- 2. DELIVERY INTRUCTIONS.
 - a. Cables are delivered to:

Permannel Office

Boom 29-223

Curie Mall

3. CABLE MATEON OFFICERS.

a.	Principal	*	25X1A
b.	Alternate	abjul.	23/1/4

TRANSMITTAL SLIP	
26 August 1953	
TO:	(3240)
Colonel White	
BUILDING	ROOM NO.
REMARKS:	İ
The attached changes in the Cable Distribution Guide recommended by the Personnel Office include elimination of separate distribution to the Central Processing Branch plus minor changes in the detailed requirements concurs that these should be approved. Recommend signature.	
5-5	
•	
FDOM.	
FROM:	
BUILDIN	N NO. EXTENSION
ORM NO. 36-8	16-65209-I GPO

25X1A *

25X1A